

## Authorisation to release confidential information

[The letter head of owner ]

To: [name]

[address]

**Subject: Authorisation to release confidential information**

Dear Sir,

I refer to [my/our] agreement dated [date] and signed by [signatory] in which you agree to maintain confidentiality. I now authorise you to release certain confidential information ("Disclosed Information") referred to in that document, in the terms set out below.

The Disclosed Information is limited to the following :

- 1.1. [Financial capacity of the company];
- 1.2. [assets of the company];
- 1.3. [mergers and takeovers];
- 1.4. [Intellectual property etc.];
- 1.5. [other]

[List, .]

Your may disclose the Disclosed Information to: [list , ]  
, , , - , ]  
;

The Disclosed Information  
:

- 1.6. [discussion  
];
- 1.7. [briefing an employee with respect to work];
- 1.8. [Other]

This authorisation shall remain valid until [date].

From: [name of the disclosing party]

Signature

[Director]

**Acknowledgement**

From: [name of the disclosing party]

Signature

[Director]

## Explanatory notes:

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## General notes:

1. For this letter to be valid, :
  - 1.1. Refer to the original agreement;
  - 1.2. Be dated either as a letter, or ;
  - 1.3. Be signed by the person promising confidentiality;
  - 1.4. Identify the subject matter of the confidentiality ( );
  - 1.5. Be addressed to the person or .
2. What form should the letter take? Who ?
  - 2.1 If you are dealing with someone you have never met, you have to find a way of making sure he is who he says he is. That . , , , .
  - 2.2 If your “other side” is a company, find a senior .

## Paragraph specific notes:

Note: numbering refers to paragraph numbers.

- 1 The disclosure of confidential information to the recipient you wish to disclose

2 It is advisable to decide and define exactly what information you want to release to the .

- .

5 It is essential that you put a definite date for , .

**End of notes**